

RECORDS RETENTION SCHEDULE

Philip Morris Incorporated
Headquarters Services
Records Management

OPERATING COMPANY ILIP MORRIS INT'L	DEPARTMENT DIR OF FIN/TREASURER			LOCATION 120 PARK AVENUE	
RECORD TITLE	RETENTION PERIOD				REMARKS
	ON-SITE		OFF-SITE	TOTAL	
	OFFICE	QRSA	CARLSTADT		
PLANCE SHEETS	PER			PER	
NK FILES	CUR+1		5 3	CUR+7 4	
RONOLOGICAL FILES	CUR+2		5	CUR+7	
UNTRY FILES	CUR+3		4	CUR+7	
PARTMENTAL FILES	CUR+1		4	CUR+5	
CHANGE FILES	PER		5	PER	
DGING FILES	CUR+2		5	CUR+7	
VESTMENT/LOAN FILES	PER			PER	
AF BILLING FILES	CUR+1		3	CUR+4	
OJECT FILES	CUR		3	CUR+3	
REFERENCE FILES	CUR			CUR	

/ TO CODES

1-Current Year
1-Permanently
2-Until Superseded
1-Until Terminated
SA-Quick Retrieval Storage Area-100 Park Avenue

AUTHORIZATION

Department Management

Records Management

Department

Legal Counsel

Date

Date

Date

2500072845



**Philip Morris Incorporated
Headquarters Services
Records Management**

Y TO CODES

R-Current Year

3-Permanently

P-Until Superseded

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